

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT # 15-025**

OPENING DATE: 06 Mar 2015 **CLOSING DATE:** 20 Mar 2015 **AGENCY:** 5704 **PIN:** 0039

POSITION: ENGINEER ASSISTANT (FMO)

STARTING SALARY: \$31,560.24

LOCATION OF POSITION: MS Military Department, Facilities Management Office, 1410 Riverside Drive,
Jackson, MS 39202-1237

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR,
Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive,
Jackson, MS 39202-1237. **APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.**

SPECIAL CONDITION: *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

1. Bachelors Degree from an accredited four-year college or university in Architecture, Civil, Mechanical, or Electrical Engineering or related field and one (1) year related experience. **PROOF OF EDUCATION WITH COPY OF TRANSCRIPT OR DIPLOMA MUST BE SUBMITTED WITH APPLICATION; OR,** graduation from a standard four-year high school or GED equivalent and five (5) years related experience, of which two (2) years must be directly related.
2. Must demonstrate a high degree of proficiency with a personal computer.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Defines safety and code compliance requirements including access, reporting, hazardous conditions, and safe operations.
2. Serves as state Subject Matter Expert (SME) on all anti-terrorism, physical security, and engineer safety issues.
3. Reviews accident and health exposure reports to identify unsafe conditions and recommends solutions.
4. Responds physical security and AT/FP concerns of unit commanders.
5. Reviews and analyzes plans and specifications for which FM acts as the proponent to ensure code, AT/FP, security and safety compliance to include OSHA, ADA, US Army Corp of Engineers and safety. Reviews and analyzes Standard Operating Procedures (SOP) policies, and procedures. Standard Operating Procedures (SOP), policies, and procedures.
6. Coordinates with other divisions of the CFMO and training sites to review plans and specifications for code compliance, AT/FP, and OSHA requirements.
7. Designs and conducts fire AT/FP education programs, safety and physical security programs within the facilities realm for the MSARNG.
8. Writes statements of work (SOW) for Federal and state contracts.
9. Implements code, regulation, and other requirements as required.
10. Acts as a Contracting Officer's Representative (COR) on outsourcing contracts required to carry out the physical security and AT/FP programs as required throughout the state.
11. Acts as Assistant Energy Manager as required in preparing reports and presentations as well as in review of plans and specifications.
12. Performs other duties as assigned.

AREA OF CONSIDERATION: **OPEN COMPETITIVE**

AGO Form 14-R (Revised 1 Oct 14)

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SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

RESUMES WILL NOT BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14), MS MILITARY DEPARTMENT AND AGO Form 82-2R, dated 2 Jul 2014.** Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, *website: www.ms.ng.mil* or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND CHECK.